

Section C - Description/Specifications/Statement of Work

1. Introduction

The Office of Naval Research (ONR) is an Echelon I headquarters organization within the Office of the Secretary of the Navy. As the Department of the Navy's Science and Technology (S&T) provider, ONR provides technology solutions for Navy and Marine Corps needs. ONR's mission, defined by law, is to plan, foster, and encourage scientific research in recognition of its paramount importance as related to the maintenance of future naval power, and the preservation of national security. Further, ONR manages the Navy's basic, applied, and advanced research to foster transition from science and technology to higher levels of research, development, test and evaluation.

1.1 Background

The Office of Naval Research (ONR), Warfighter Performance Science and Technology (S&T) Department (Code 34) is comprised of three divisions: Human & Bio-Engineered Systems, Warfighter Protection & Applications, and Research Protections. Code 34 plans, supports and manages investments in basic and applied research and advanced technology development in the general areas of biomedical and human systems that lead to applications for the Departments of Navy (DON) and Defense (DOD) and U.S. Industry. The research portfolio includes support for active exploration programs that are at the leading edges of biomedical sciences, biorobotics, biotechnology, human-systems integration, human performance, neurosciences, social sciences, and training.

2. Performance Work Statement

The Contractor shall provide qualified personnel to perform all aspects of the statement of work (SOW). The Contractor shall provide administrative, business, and financial support services for ONR in accordance with Tasks/Requirements below to the Warfighter Performance Department within ONR Headquarters. Any work performed under this task order must support ONR Headquarters personnel or ONR-funded programs.

2.1 Objective

The purpose of this task order (also referred to herein as "contract") is to provide administrative, business, and financial support for Code 34's programs.

2.2 Scope

Individual anticipated tasks are outlined in Section 2.3. Individuals will assist Senior Executives, Program Officers and other government personnel with internal work processes and procedural issues. The work to be performed covers a broad range of support activities which include, but are not limited to, the following systems/software: Navy Enterprise Resource Planning (ERP), Procurement for the Public Sector (PPS), Navy Marine Corps Intranet (NMCI), Defense Travel System (DTS), Procurement Integrated Enterprise Environment (PIEE), Contract Award Management Information System (CAMIS), Human Resources Management Information System (HRMIS), Total Workforce Management System (TWMS), Microsoft Office (Word, Power Point, Project, Outlook, and Excel), and SharePoint/iConnect.

Performance of tasks shall conform, at a minimum, to the performance standards and acceptable quality levels identified in the Quality Assurance Surveillance Plan (QASP).

2.3 Tasks/Requirements

Focus Area #1

Code 34 requires administrative-support in the execution of its basic, applied, and advanced technology development programs. Tasks to be performed include:

2.3.1 Administrative

1. Understand and provide information related to any regulations and policies regarding travel arrangements including the Federal Joint Travel Regulations (JTR), foreign clearance guide, national and international visit requests, short and standard lead country clearances, Aircraft and Personnel Automated Clearance System (APACS), Joint Personnel Adjudication System (JPAS), standard and short lead VISAs, as well as, fee and no-fee standard and short lead passports.
2. Assist with preparation of domestic and foreign travel documents including authorizations, vouchers, invitational travel orders and vouchers, passport requests, VISA requests, visit requests, official diplomatic and country clearances, letters of expediting, and other associated travel documentation and tasks.
3. Monitor and maintain travel budget tracker.
4. Utilize content on ONR's SharePoint/iConnect and SharpCloud Sites and public websites, shared drives and other repositories.
5. Maintain calendars for senior- level department officials.
6. Reserve conference rooms and work with the ONR Corporate Strategic Communications (CSC) as necessary for coordinating off-site events.
7. Provide administrative support for standard office operations and logistics.
8. Assist in coordinating with the Naval and Joint communities including fleet, requirements, acquisition, contractors, universities, coalition partners, North Atlantic Treaty Organization (NATO), The Technical Cooperation Panels (TTCP), and Communities of Interest (COI).
9. Assist in collecting and compiling presentations and reports.
10. Draft correspondence letters.

Focus Area #2

Code 34 requires programmatic-, business-, and financial-support in the execution of its basic, applied, and advanced technology development programs. Tasks to be performed include:

2.3.2 Programmatic/Business/Financial

1. Timely assistance and responsiveness to Program Officers in general program management support on matters and issues consistent with ONR sponsored projects.
2. Perform financial analysis for a variety of funds and funding sources to assist in management of program budgets.

3. Prepare appropriate funding documents within Navy ERP.
4. Assist in resolving contractor/performer questions and issues (i.e. not meeting financial benchmarks, invoicing problems, period of performance extensions, etc.).
5. Track project execution and inform Program Officers of any variance between planned and actual progress of performers related to schedule and cost.
6. Utilize a variety of project management and business analysis tools, techniques, and practices.
7. Assist the Program Officer in the preparation, coordination, and distribution of proposal packages, coordination between the technical evaluation team members, and the drafting of any necessary notifications.
8. Assist in developing the Program Objective Memorandum (POM) budget and drafting R-2 Exhibits for the Navy Science & Technology (S&T) Programs.
9. Assist in coordination with the Naval and Joint communities including fleet, requirements, acquisition, contractors, universities, coalition partners, North Atlantic Treaty Organization (NATO), The Technical Cooperation Panels (TTCP), and Communities of Interest (COI).
10. Travel in support of ONR activities such as conferences, international collaborations, operational exercises, operational demonstrations, and integration and planning meetings.
11. Assist in answering financial inquiries from DOD, non-DOD government organizations, academia, industry, or congressional members.
12. Utilize content on ONR's SharePoint/iConnect and SharpCloud sites and public websites, shared drives and other repositories.
13. Assist in managing conferences and workshops including:
 - a. Reserving ONR conference rooms.
 - b. Working with the ONR Corporate Strategic Communications (CSC) as necessary for coordinating off-site events.
 - c. Collecting, compiling, and binding presentations and reports.
 - d. Preparing and distributing conference agendas and meeting material.
 - e. Attending meetings, maintaining attendees' lists, and preparing lessons learned.

3.0 PERSONNEL REQUIREMENTS

3.1 General Personnel Requirements

The contractor shall provide qualified personnel to manage and execute all aspects of the PWS.

- All personnel must possess a Secret Clearance or an interim Secret Clearance before onboarding at ONR.

3.2 Specific Personnel Requirements & Qualifications

Focus Area #1 Personnel

Position 1: Administrative Assistant I (On-site ONR) 1 FTE (expected)

The individual in this position will assist Code 34 government personnel in travel requests, visit requests, data entry, and office file management.

The 1 FTE of support must be provided by one qualified individual.

The individual shall possess:

- High school diploma plus at least 3 years of experience providing administrative support OR a bachelor's degree or higher from an accredited college or university and 1 year experience providing administrative support.
- Experience with DOD travel software packages and regulations DTS, JTR.
- Experience supporting office management functions, including preparing and editing various documents and entering data into computer databases, SharePoint, and/or spreadsheets.
- Experience in supporting Flag Officers/General Officers/Senior Executives in an administrative capacity.

Position 2: Administrative Assistant II (On-site ONR) 2 FTE (expected)

The individuals in these positions are 1) an Executive Assistant (1 FTE) to senior executives and military officers and 2) Administrative Assistant (1 FTE) to assist Code 34 government personnel in the area of human research protection, providing assistance with calendars, domestic and foreign travel, presentations, official correspondence, compiling read ahead material, and visit requests.

The 2 FTEs of support must be provided by two qualified individuals.

The individuals shall possess:

- High school diploma plus at least 10 years of experience providing administrative support OR bachelor's degree or higher from an accredited college or university and 6 years of experience providing administrative support.
- Possess experience in preparing read ahead material and entering data into computer databases and spreadsheets.
- Possess prior experience supporting office management functions.
- Experience with DOD travel software packages and regulations (DTS, JTR).
- Experience supporting Flag Officers/General Officers/Senior Executives in an administrative capacity.
- Experience drafting senior level correspondence.
- Experience managing protocol visits and activities.

Position 3: Administrative Assistant III (On-site ONR) ~~2-FTE~~ 1 FTE(expected)

The individual in this position is an executive assistant to government senior personnel and military officers. The individual will provide management support for the coordination of ~~1) human systems-related research (1 FTE) and 2) bio-technology research (1 FTE)~~ to communities of interests across the Department of Defense.

The ~~2-FTEs~~ 1 FTE of support must be provided by ~~two~~ one qualified individual.

The individual shall possess

- Bachelor's degree or higher from an accredited college or university and 6 years of experience providing administrative support.

- Experience supporting Flag Officers/General Officers/Senior Executives in an administrative capacity.
- Experience drafting senior-level correspondence.
- Experience in working collaboratively on government and/or contractor teams.
- Experience organizing and managing senior-level protocol visits, meetings, events, and workshops.
- Experience in assisting in the preparation of briefings and information papers.
- Experience in coordinating and distributing Read Ahead material for meetings.
- Experience in taking meeting minutes and tracking action items.
- Experience with DOD funded research.

3.2.1 Focus Area 1 FTE Summary Table:

Job Category	FTE(s)	Number of People Sought	Anticipated Work Location (Gov't Site/Contractor Site)
Position 1: Administrative Assistant I	1	1 FTE = 1 qualified individual, full time	Gov't Site (expected)
Position 2: Administrative Assistant II	2	2 FTE = 2 qualified individuals, full time	Gov't Site (expected)
Position 3: Administrative Assistant III	2 1	2 FTE = 2 qualified individuals, full time 1 FTE = 1 qualified individual, full time	Gov't Site (expected)
Total		5.0 FTEs 4.0 FTEs	

Note 1: The FTEs labeled as “Expected” are positions to be filled at task order award.

Note 2: Expected FTEs are to report the first day of task order performance.

Note 3: 1 FTE = 1920 hours.

Focus Area #2 Personnel

Position 1: Program Analyst (On-site ONR) 11 FTE (expected)

The individuals in these positions assist Program Officers by providing programmatic, business and financial support.

The 11 FTEs of support must be provided by eleven qualified individuals.

Each individual shall possess:

- High school diploma plus at least 5 years of experience providing administrative, business and financial support OR bachelor's degree or higher from an accredited college or university plus at least 2 years of experience providing administrative, business and financial support.
- Possess prior work experience supporting office management functions, including preparing and editing various documents and entering data into computer databases, SharePoint, and/or spreadsheets.
- Possess experience with government planning, forecasting, program budgeting, funding, execution monitoring, and reporting against commitment, obligation, and expenditure benchmarks.
- Experience with Excel, PowerPoint and associated graphics and presentation development software.

3.2.2 Focus Area 2 FTE Summary Table:

Job Category	FTE(s)	Number of People Sought	Anticipated Work Location (Gov't Site/Contractor Site)
Position 1: Program Analyst	11	11 FTE = 11 qualified individual, full time	11 Gov't Site (expected)
Total		11.0 FTEs	

Note 1: The FTEs labeled as "Expected" are positions to be filled at task order award.

Note 2: Expected FTEs are to report the first day of task order performance.

Note 3: 1 FTE = 1920 hours.

4.0 DELIVERABLES

The following deliverables are required to support this task order. Electronic submission is required for all reports, presentations, and support documents, unless otherwise directed by the COR. All deliverables shall be provided to the COR.

4.1 Monthly Reports

(a) The contractor shall provide a Monthly Technical Progress Report to the COR (Exhibit A, CDRL Data Item No. A001). The report may be provided in contractor format (subject to COR approval). The report is due no later than fifteen (15) business days after the end of each month. The report will include the following:

- Contractor name and address;
- Contract and subcontract number (if applicable);
- Date of Report;
- Period covered by report;
- Executive Summary;
- Performance related work issues;
- Work accomplished per labor category;
- Hours charged against the task order per labor category;
- Problems and issues during report period and planned action for period following the period in which the report was submitted.

(b) The contractor shall also provide a Financial Status Report (Exhibit A, CDRL Data Item No. A002). The report shall be provided in the format and with the required information found on the Contractor Monthly Financial Status Report Template found at the following site:

<http://www.onr.navy.mil/en/Contracts-Grants/manage-contract.aspx>

Format for the financial status report may be updated during the life of the website (or any successor website identified via administrative modification to the contract) and the contractor will be notified that an updated version shall be used for future submissions. The report is due no later than fifteen (15) business days after the end of each month.

4.2 End of Year Task Description

The contractor shall prepare an annual status report, due no later than thirty (30) calendar days after the end of the period of performance. This report shall contain job descriptions, yearly tasks in detail defining the type of tasks and quantities of actions performed as well as standard operating procedures for each labor category employed under the task order. Contractor format is acceptable (subject to COR approval) (Exhibit A, CDRL Data Item No. A003).

4.3 Staffing Plan

Staffing Plan shall be updated annually or when personnel changes are made and shall contain information in accordance with Section 3.3 Personnel Requirements, . The Staffing Plan may be provided in contractor format, subject to COR approval, and shall be submitted As Required or on an annual basis. (Exhibit A, CDRL Data Item No. A004)

4.4 Management Plan

The contractor shall provide a Management Plan no later than 15 business days after the last day of the period of performance for the Base CLINs. The Management Plan will be submitted on a “As Required” basis afterwards. The Management Plan shall include any updates to the original Management Plan that was submitted at time of Proposal Submission. (Exhibit A, CDRL Data Item No. A005)

4.5 Other Reports as Required

For major effort undertaken within Section 3.0, as requested by Code 34, the contractor shall provide electronic copies of technical reports, presentation materials, program review reports, individual travel reports and Master travel log, related to work conducted in support of Code 34 during the term of this task order (Exhibit A, CDRL Data Item No. A006).

4.6 Quality Control Plan

The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with the PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is a means by which the contractor assures that work complies with the requirements of the contract.

The Quality Control Plan (QCP) shall detail the plan the contractor will employ during contract performance. The Government will monitor the QCP during contract performance to ensure that the contractor is performing in accordance with the QCP. The contractor shall provide a final QCP within fifteen (15) business days of task order award. After acceptance of the QCP, the

contractor shall obtain the Contracting Officer's approval in writing of any proposed change to the QCP. When changes are made to the QCP, the contractor shall submit the revised QCP to the COR within fifteen (15) business days of the changes (Exhibit A, CDRL Data Item No. A007).

4.7 Quality Assurance

The Government shall evaluate the contractor's performance under this contract in accordance with the contractor's Quality Control Plan and the Government's Quality Assurance Surveillance Plan (QASP). The QASP is a Government developed and applied document used to ensure systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this PWS. The intent is to ensure that the contractor performs in accordance with the performance metrics and the Government receives the quality of services called for in the PWS. The QASP details how the performance standards identified in the PWS are measured, who will perform the measurement, the frequency of the surveillance, and the acceptable defect rate(s). The QASP may be updated from time to time by the Government (see Attachment No. 1).

5.0 Personnel Resumes

The Contractor agrees to provide Personnel resumes for all FTE's prior to the period performance start date of the award or onboarding of personnel throughout the life of the requirement.

Any request for substitution must include a detailed explanation of the circumstances necessitating the proposed substitution, a resume for the propose substitution, and any other information requested by the Contracting Officer or COR. Any proposed substitutions must have qualifications that meet or exceed the qualifications stated in paragraph 3.0. In the event that any of the identified personnel cease to perform under the contract and the substitute is disapproved, the contract may be immediately terminated in accordance with the Termination clause of the contract.

6.0 ACKNOWLEDGEMENT OF SPONSORSHIP

(a) As used in DFARS 252.235-7010, 'Acknowledgement of Support and Disclaimer,' "material" also includes but is not limited to, news releases, letters to the editor, articles, abstracts, manuscripts, brochures, advertisements, photos, films, videos, slides, charts, graphs, drawings, speeches, trade association meetings, symposia, etc.

(b) Nothing in the foregoing shall affect compliance with the requirements of the clauses of this contract entitled "Disclosure of Information" (252.204-7000) and "Security Requirements" (FAR 52.204-2 and Alternate I) if such clause is a part of the contract.

(c) The Contractor further agrees to include this provision in any subcontract awarded as a result of this contract.